

**IOWAccess Advisory Council
Meeting Minutes of May 13, 2009, 1:00 PM
Hoover Building, Third Floor, Conference Rooms 429/430**

Draft

- Present: Barb Corson, Kathleen Richardson, Sheila Castaneda, Dawn Ainger, Beth Baldwin, Tom Gronstal, Randy Nyberg, Terri Selberg, Dick Neri, Terrence Neuzil, Herb Copley
- Absent: Kelly Hayworth, Dan McGinn
- Guests: Tracy Smith*, Wayne Middleton, Malcolm Huston, Deb McDaniel, Mary Hadd, James Bleskacek, Julie Leeper, Jim Fox, Mark Uhrin, John Gillispie, Darrell Fremont, Teresa McMahon, Diane Van Zante

* By phone

Council Chair, Dick Neri, opened the meeting at 1:06 p.m. and noted that a quorum of members was present.

1. Introductions, New Member, Approve Minutes, Election of Officers – Dick Neri, Chair.
All members and guests introduced themselves.

The Council has a new member, Herbert Copley. Mr. Copley replaces Larry Lentz as the new federal government representative.

Sheila Castaneda moved approval of the January 7, 2009 meeting minutes. Barb Corson seconded the motion. An oral vote was taken; the minutes were unanimously approved as written.

Election of Officers – The Code of Iowa states that officers will be elected annually. The last election was held in May of 2008. The floor was opened to nominations.

Sheila Castaneda nominated Dick Neri to serve as Chair of the IOWAccess Advisory Council; Terrence Neuzil seconded the nomination. Tom Gronstal moved that nominations cease; Sheila Castaneda seconded the motion. An oral vote was taken. Mr. Neri was unanimously re-elected.

Sheila Castaneda nominated Barb Corson to serve as Vice Chair of the IOWAccess Advisory Council; Dawn Ainger seconded the nomination. Tom Gronstal moved that nominations cease; Terrence Neuzil seconded the motion. An oral vote was taken. Ms. Corson was unanimously re-elected.

2. Iowa Interactive Project Update – Wayne Middleton, Iowa Interactive.
Wayne distributed a white paper co-authored by NIC (Iowa Interactive's parent company) and the Center for Digital Government addressing three trends: going local, going social,
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and going green. In terms of applications built by Iowa Interactive, transaction volumes for online campground reservations and driver's record lookups were up in both March and April. Several new applications have gone live: permits and inspections for the Electrical Board, the Plumbers and Mechanical Contractors application, Recovery.Iowa.gov (this website went from concept to live in five days), the website for the Department of Management Community Empowerment Division, the Department of Public Safety Interoperable Communications Systems Board, the Public Employment Relations Board survey redesign, the Criminal and Juvenile Justice Detention Center application, and the redesign of the Department of Management website.

What is the status of the redesign of the State homepage?

It is almost complete and is expected to go live within the next couple of weeks.

3. IOWAccess Projects and Projections Spreadsheets/Monthly Report/State Library Advisory – Malcolm Huston, IOWAccess Manager.

Malcolm summarized the current financial spreadsheet, highlighting significant numbers. Actual costs are reflected through the end of March. If the Council approves all of the projects under consideration today, it would bring projected unobligated funds to a deficit. As a point of clarification, recent legislation did not reduce the million dollar appropriation.

The unobligated balance of funds for new phases of existing projects and for proposed projects is a negative \$99,645.00. The total of projects being considered today is \$645,000.

If the Council does not approve anything at today's meeting, the unobligated balance at the end of April would be \$32,000; the unobligated balance at the end of May would be \$165,000.

Does the Council really have money to spend?

If the Council does not approve any projects, it will be sitting on cash. The million dollar appropriation acts as a buffer between project approval and the actual expenditure of funds.

It appears that if nothing is approved today, by the end of July there could be \$430,000 in the IOWAccess fund. If the Council approves everything today, at the end of July there could be a \$214,000 deficit.

How much will existing projects need for future phases?

All projects that have been approved at the first or second level are included in the projections for future stages of those projects. Future phases of approved projects are based on estimates provided by the project managers.

The financial projections are at best a guesstimate. A question of continuing debate is whether the Council should go ahead and approve projects that are on the current agenda or wait until potentially more worthwhile projects come along a few months down the road.

State Library Advisory – The State Library “Dynamic Data on the Web” project did not take into account the cost for translation. We wanted to bring this to the attention of the Council to address any concerns/objections. None were raised.

4. Department of Public Safety (DPS) Breath Alcohol Program Records – Request for Planning Funds (\$85,000) – James Bleskacek, DPS.

Please note that this funding request has been reduced to \$70,000.

The Department of Public Safety is responsible for maintaining breathalyzer/assorted equipment records around the state. DPS would like to create a website to make the information more accessible, especially to attorneys. Approximately 12,000 breath tests are logged each year; the Department receives from one to six requests for information each week which must be researched manually. DPS is considering modeling its website after the Washington State Patrol whose current system makes the information available to anyone who wants it. Breath tests are public information, even before the case goes to court, however the name and driver’s license number are not publicly accessible. This project automates information that is already available to the public. An additional component of this project is training of law enforcement personnel in the use of the breath alcohol equipment; once initial training is received, this website would allow the recertification training to be conducted online.

At the January meeting, the Council approved \$30,000 for scope analysis funding. Scope analysis came in under budget; as a result, we anticipate giving back about \$15,000.

NOTE: Council member Kelly Hayworth joined the meeting; the time was noted as 2:04 p.m.

This project would also collect data that would be useful to officers, such as where the majority of offenses occur. It would be more statistical aggregate data than personal data as the data does not contain the perpetrator’s name or social security number. Having the information available on a website would also make it easier for officers and attorneys to share information across counties, etc.

Council comments/concerns:

- There appear to be two facets of this program, the records/statistics information and the officer training portion. I question how the two facets fit together.
 - While this is a worthwhile project, it doesn’t appear to be that useful to the public. It may not fall within the Council’s purview.
 - This project deals with maintenance records and reports, not people.
 - I have two major concerns: is it within the mission of this Council and do we know it will really cost \$70,000 with all the holes that are in the current scope analysis. The need for public access to this information is very small. The location information is broken down only to county, nothing more specific.
 - This doesn’t appear to be of benefit to the citizens, but more specifically of benefit to law enforcement.
 - Is there anything specific to the training online that links it back to the certification portion? DPS response: No.
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- I see this as two projects; if we move forward with the training aspect, it should be a training program that would be applicable to other agencies as well.
- The training would not be for the citizens of Iowa, but for DPS officers.
- I can see that there would be some use by the media for raw data.

Barb Corson moved approval of planning funds; Kelly Hayworth seconded the motion. An oral vote was taken and recorded as follows:

Ayes – Kelly Hayworth, Tom Gronstal, Terri Selberg, Herb Copley, Barb Corson, Kathleen Richardson

Nays – Dawn Ainger, Beth Baldwin, Dick Neri, Sheila Castaneda, Terrence Neuzil, Randy Nyberg

Abstentions – None

The motion failed for lack of a majority.

5. Department of Administrative Services (DAS) American Recovery and Reinvestment Act (ARRA) Recovery Website – Request for Scope Analysis and Design Funds (\$125,000) – Mark Uhrin, ITE.

Iowa will be receiving \$2.5 million as part of ARRA, the federal economic stimulus program. States are required to administer the program and oversee the expenditure of ARRA funds. The State is requesting IOWAccess funding for the ARRA website and reporting database mechanism. Reporting is mandatory; data will be required for any grant or commitment of funds, from project onset to conclusion. We want to make the State's infrastructure available to as many political subdivisions as we can so that they don't have to develop their own. Exact reporting requirements are still being determined by the Office of Management and Budget. The project before you today seeks funds to put some of that infrastructure in place.

Prior to his departure for another meeting, John Gillispie addressed council members on this topic. ARRA gave us money, but nothing for program administration or reporting. Every Governor was asked to pledge that his/her state would make the recovery information available online.

Discussion:

Q. Will there be any collaboration with other states since everyone needs to do this?

A. Our state's accounting system is different than say for example Minnesota's.

Collaboration will come more on the back end.

Q. How comfortable are you with this number?

A. It is just a best guess.

Q. If we get federal funding for administering the program, will the IOWAccess money be returned?

A. Yes.

Q. Do other state agencies have to collaborate with you?

A. Yes, it is required. Right now, there is no money for any of the agencies to do any of this work. They have no money to administer the program.

- Q. How are we going to get a handle on the amount so that we can get our arms around it and know how much we have to fund future projects?
- A. We don't know. We are looking at reusing/repurposing some existing programs, so hope that we don't have to spend money for those pieces.
- Q. So the other states have the same problem?
- A. Yes.
- Q. And if the federal government provides administrative funds, we would get the money back?
- A. Yes.
- Q. There are currently no deliverables or no accountability. At the end of the planning phase, will we have more detailed information?
- A. Yes, to the extent that we know.

Kelly Hayworth moved approval of \$125,000; Terrence Neuzil seconded the motion. An oral vote was taken; the motion passed unanimously.

6. Department of Administrative Services (DAS) Transparency/Searchable Budget Database - Request for Scope Analysis and Design Funds (\$100,000) – Mark Uhrin, ITE.
The legislature is interested in government transparency, one aspect of which is what the State gets for its money. A bill was proposed on this issue during the recent legislative session, but did not pass. We would like to provide that core information in a form that is easily accessible and downloadable. The proposed database will utilize financial information from the State's Accounting Enterprise and also include data from the Regents and DOT who use separate accounting systems. It would provide budget and transaction information (how the money is spent) to the public. The estimate for scope analysis and design is the same as that which was initially provided to the legislature, in response to the proposed legislative initiative.

Council comments/concerns:

- It is not the Council's job to fund things that the legislature mandates, but doesn't fund. Why are we bypassing the usual process that splits these two phases up (scope analysis and design)?
 - Why not just do scope analysis first?
 - How long will it take to complete this? ITE response: Our goal is to complete the work by the beginning of the next legislative session.
 - As written, this concept paper provides no budget or guaranteed deliverables. ITE response: This will be done using the iterative approach. We are strongly considering using crowd-sourcing. We may also conduct a boot camp. We would provide a search engine and a set of reports.
 - What is the urgency of this project? ITE response: We are six months away from another legislative session. The issue of transparency will come up again and we would like to have something in place before the issue resurfaces.
 - This is the kind of project that the Council should do. In hard times, people want to know how government is spending its money.
 - It is within our mission, but an undefined iterative approach is fiscally irresponsible.
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- We don't know how much this is really going to cost. With limited funds, does the Council have money to fund open-ended projects?
- We should try to figure out what this is really going to cost. I agree this issue is not going to go away.
- We need to figure out what kind of scope we're talking about. An iterative approach for scope analysis doesn't make sense to me now.

Terri Selberg moved approval of \$30,000 for scope analysis; Beth Baldwin seconded the motion. An oral vote was taken; the motion passed unanimously.

7. Iowa College Student Aid Commission (CSAC) College Student Aid Portal – Request for Execution Funds (\$350,000) – Julie Leeper, CSAC.

The College Student Aid Commission originally appeared in 2008 seeking \$20,000 for scope analysis. The Commission administers state scholarships and grants. Their mission is to help students and families explore and finance secondary education. CSAC wants to build a statewide web portal that includes career planning, college planning, financial aid, scholarship and grant search, college admission applications, electronic transcripts and Iowa employment opportunities. The portal will be called "I have a plan Iowa" and will save time by allowing students to complete applications and handle paper documents online, and save time for colleges and universities by making documents electronic. Eighty-six percent of funding for the portal will come from the Commission; if approved, 14% of funding (which only encompasses the financial aid component) will come from IOWAccess. The other components have already been developed elsewhere, but not with the connection to the financial aid piece. Initially the portal will show state and federal program dollars, but not yet private programs. That will be added later.

Q. How much has the Council already approved for this project?

A. \$186,000.

Q. How many students do you anticipate using the portal?

A. There are nearly 140,000 applications processed each year, but far more than that will use the portal.

Barb Corson moved approval of execution funds; Kelly Hayworth seconded the motion. An oral vote was taken; the motion passed unanimously.

8. Draft IOWAccess Advisory Council By-Laws – Malcolm Huston.

Draft by-laws were previously sent to the Council. The first draft was essentially a mockup of the Technology Governance Board by-laws. The second draft more closely aligns with the IOWAccess statute, but is not meant to be all encompassing. By-laws can help define Council processes and goals, but can be amended at any time.

The proposed by-laws indicate that 50% of IOWAccess funds would be reserved for enterprise projects. This is meant to encourage collaboration so that more than one entity benefits. Some Council members favored the idea, but were not sure it was feasible. What about simply stating that the Council will give higher priority to collaborative projects?

Another concept is reviewing new projects on an annual basis, similar to the process used for grant applications. Projects are ranked and that ranking results in the final outcome.

Another issue: Why do we treat projects that are done internally different than those that are done externally?

As a first step, the Chair decided to form a subcommittee to work on the by-laws. A portion of the next Council meeting may be set aside to continue discussion on this matter.

9. ITE Project Updates – Mark Uhrin, ITE.

After an extended delay, the criminal history online application is again making progress. The School Alerts program continues to do well. We are looking at integrating social networking sites into the program. The Iowa sex offender registry should be up and functional by the end of June. The Business License Information Center (BLIC) is in production, but not yet available to the public. A June or July roll-out is expected.

10. Wrap Up and Adjourn – Dick Neri, Chair.

The next Council meeting is July 8.

There being no further business, the meeting adjourned at 4:16 p.m.
